

STATEMENT OF WORK (SOW)
CHAPLAIN RELIGIOUS SUPPORT PROGRAM
MUSIC SERVICES: FT. RICHARDSON CHAPEL PROTESTANT SERVICE

1. **General.** Music direction services fall under the Fort Richardson Chaplain's Religious Support Program as defined in the Commander's Master Religious Program (CMRP). The mission of the Chaplain's Religious Support Program is to provide military religious support activities that meet the religious requirements of soldiers, families, and authorized civilians. Religious Support includes religious services (Religious Support Activities here after referred to as RSA) (RSA 01); rites, sacraments, and ordinances (RSA 02); pastoral care/counseling (RSA 03); religious education (RSA 04); family life ministry (RSA 05) and clinical pastoral education (RSA 06). The primary goal of the Chaplains' Religious Support Program is to insure the free exercise of religious preference which is a statutory requirement under USC Title 10. Worship Services are a Statutory (Title 10) Essential Element of Religion. The authority for contracting music direction services is outlined in AR 165-1, paragraph 5.1. Music supports the Chaplaincy's ministry by providing professional, technical assistance to bring quality worship services to the soldiers and their families who are worshipping together. As a non-personal services Contractor, the Contractor is not a member of the Fort Richardson Chaplain's Office Staff.

2. **Scope of Work.** The Contractor is to provide appropriate musical support during the designated worship service, as indicated in paragraph 4. The purpose of the contract is to provide instrumental music to assist the congregation in worship.

3. **Hours and Location.** The following current schedule of events is provided for planning purposes, and is subject to change by publication in the weekly chapel bulletin and/or announcements during the Worship Service. In the event of a change in schedule, the Contractor will be notified by the POC.

Sunday:
1100 / Protestant Worship Service
Weekly:
As scheduled – Choir Rehearsal
Location:
Fort Richardson Garrison Chapel

4. **Statement of Work - The Contractor shall provide the following specific services:**

a. **Provide non-personal music direction services.**

b. **Provide Worship Service/Ceremony Support (Regularly Scheduled):** Play the organ/piano for the designated Worship Service or Ceremony including: accompany singing of hymns, choruses, and spiritual songs; perform preludes; postlude; offertory; and background for meditation and prayers; that enhances the atmosphere of worship for the particular congregation. Play prelude prior to designated Worship Service/Ceremony start time and postlude at the conclusion of the Worship Service/Ceremony. Additionally, the Contractor will perform or provide soloists, ensembles, praise teams, choirs and other groups taken from the Congregation (volunteers) for vocal or instrumental music.

c. **Provide Worship Service/Ceremony Support (Holiday/Special-As Required):** Play the organ/piano for the designated Worship Service or Ceremony including: accompany singing of hymns, choruses, and spiritual songs; perform preludes; postlude; offertory; and background for meditation and prayers. Play prelude prior to designated Worship Service/Ceremony start time and postlude at the conclusion of the Worship Service/Ceremony. Additionally, the Contractor will perform or provide soloists, ensembles, praise teams, choirs and other groups taken from the Congregation (volunteers) for vocal or instrumental music.

d. **Accompany Choir Rehearsal:** Play the organ/piano as accompaniment for choir and/or worship team rehearsals. The Contractor will select music with approval from the Chaplain for the singers/instrumentalists to perform and will conduct rehearsals.

- e. Communicate with the chaplains, song/worship leaders, and other musicians conducting the service to ensure a coordinated service of worship for the congregation. Plan all musical selections in keeping with the theme of the worship service/ceremony, subject to the Chaplains approval or the approval of his/her designated representative.
- f. Select and play piano/organ for preludes, postlude, offertory, and background for meditation and prayers for the service with the Chaplains approval.
- g. Provide music selections to the Chaplain/Pastor in time to be published in the bulletin for the service.
- h. Notify the Chaplain/Pastor concerning any maintenance problems or requests concerning the instrument(s) of the chapel facility.
- i. Submit invoices for the previous month's contract services to the Contracting Officer Representative, (hereafter referred to as "POC") for verification.

7. Qualifications.

- a. Ability to satisfactorily play the identified instrument(s) (such as piano and/or organ) available to the congregation, as demonstrated by audition.
- b. Ability to satisfactorily play selections in the hymnals and/or song books designated by the Chaplain/Pastor, as demonstrated by audition.
- c. Demonstrated ability to communicate effectively in English for coordination with the Chaplain/Pastor and/or his/her designated Worship Leader and for satisfactory completion of the administrative tasks required of a contractor.

NOTE: Selected vendor must complete requirements of Department of Defense Instruction 1402.5, Criminal History Background Checks on Individuals In Child Care Services. See <http://www.dtic.mil/whs/directives/corres/html/14025.htm> *Until requirements are met, at all times while children are in the care or under the supervision of that individual/contractor, the contractor must be within sight and under the supervision of a staff person from the Chaplain's Office whose background check has been successfully completed.*

8. Standards of Conduct:

Appearance and Conduct. At all times during the performance of this contract, the contractor shall present a neat and well-groomed appearance appropriate to the conditions under which the services are being conducted. Because this is a non-personal service contract, contractor and contractor's employees will avoid representing or allowing themselves to be represented as chapel staff or government employees.

9. Disclosure of Information. In the course of providing services, the contractor may come in contact with individuals seeking the assistance of chaplains. The very fact that individuals are seeking assistance with family and or personal issues is at minimum sensitive information. Complete confidentiality is paramount. The sharing of information about individuals or families seeking counseling assistance from chaplains with persons other than the POC for this contract or the chaplain involved is strictly prohibited. Disclosure of sensitive information regarding chaplain counseling appointments and individuals involved could result in immediate termination of the contract.

10. Government Provided Property/Support:

- a. The use of the piano/organ located in the Fort Richardson Garrison Chapel. Sheet music and hymnals are provided by the CTOF.

b. The Contractor shall be responsible for safeguarding all U.S. Government supplies and property.

11. Contractor Furnished Property: The Contractor shall provide his/her own transportation and all necessary equipment to fulfill this contract except as stated elsewhere in this contract.

12. Physical Security: The Contractor shall establish and implement methods to ensure that physical security of all U.S. Government property and facilities under their control in accordance with the Fort Richardson Garrison Chapel SOP. Locking of external doors and windows is necessary when leaving the facility. Internal doors should be locked to protect U.S. Government property. Access to office areas, especially those with telephones and automation equipment should be closely monitored and limited.

13. Safety: The Contractor shall be aware of local safety requirements and ensure that all reasonable efforts are made to protect all persons from harm and the U.S. Government property from damage.

14. Restrictions. U.S. Government property made available under this contract is only for use in the performance of services described in this contract.

15. Disclaimer: The U.S. Government will not be responsible in any way for damage to the Contractor's supplies, materials, equipment, or to personal property as a result of fire, theft, accident, natural disaster, or other events.

16. Liability: For the purpose of this contract, the Contractor is considered an independent contractor and not as an agent of the U.S. Government. During performance, the Contractor shall be liable and will indemnify and hold harmless the U.S. Government, its agents and employees against all actions or claims for damages to persons or property, including death arising from fault, negligence, wrongful act, or wrongful omission of the Contractor, his agents, employees, or chapel volunteers utilized in the provision of services. The U.S. Government will not be responsible in any way for damage to the Contractor's supplies, materials, equipment, or personal belongings as a result of fire, theft, accident, natural disaster or other events.

17. Compensation: Upon satisfactory completion of services by the Contractor and presentation of invoice in accordance with terms of this contract, Contractor shall be paid monthly. Since this contract does not create an employer-employee relationship, there are no provisions for lodging or employee benefits of medical care, retirement, or worker's compensation. The Contractor is also responsible for his/her own tax liabilities. The government will not withhold Federal Income Tax or social security, so the Contractor is advised to reserve the appropriate amounts for tax requirements or social security.

18. Subcontracting:

a. The Contractor may provide a qualified substitute for a period of time if approved by the POC. However, in such case, the substitute shall have no claim whatsoever against the U.S. Government for services rendered and the price to be paid the substitute shall be a matter entirely between the Contractor and the substitute.

b. In the event the Contractor fails to provide a satisfactory substitute to perform at any time which the Contractor does not perform, the Contractor hereby authorizes the Contracting Officer to procure the services of a satisfactory substitute for the account of the Contractor and the amount paid or owed to the substitute by the Government for such services shall be deducted from any amount owed to the Contractor under this contract. This provision imposes no obligation on the Contracting Officer to exercise the foregoing authority and shall not be construed to diminish the rights of the Government under the clause entitled "Termination."

19. Quality Assurance. The POC will monitor the Contractor's performance and will ensure that services are provided in accordance with terms of the contract and the invoices submitted for payment accurately reflect the services actually provided. The POC will submit monthly receiving reports to substantiate the Contractor's request for payment.

SCHEDULE OF SERVICES

0001 Provide non-personal music services in accordance with the Statement of Work (SOW) in Attachment #1 (3 pages)

Contract Period: 1 October 2005 – 30 September 2006

Location: Fort Richardson Chapel, Fort Richardson, Alaska

Point of Contact: Fort Richardson Chaplain
CH (MAJ) Gregory B. Walker
gregory.brian.walker@richardson.army.mil
(907) 384-1461

Payment will be made only for services actually rendered.

<u>Item No</u>	<u>Schedule of Services</u>	<u>Quantity/Unit Issue</u>	<u>Unit Price</u>	<u>Amount</u>
0001AA	Provide Worship Service/ Ceremony Support (Regularly Scheduled) in Para 4b of the SOW	52 / Day		
0001AB	Provide Worship Service/ (Holiday/Special-As Required) in Para 4c of the SOW	12 / Day		
0001AC	Accompany Choir Rehearsal in Para 4d of the SOW	64 / Day		